I think you’re a star…
I’d like to nominate you for a

University System of Maryland
Board of Regents
STAFF AWARD

AWARD CATEGORIES:

- Exceptional contribution to the institution and/or unit to which the person belongs
- Outstanding service to students in an academic or residential environment
- Extraordinary public service to the university or the greater community
- Effectiveness and efficiency regarding an academic or administrative transformation with a savings of $10,000 or more
- Inclusion, Multiculturalism, and Social Justice

Winners receive a $2,000 stipend!

Nominations are due to the Office of Human Resources by no later than Friday, November 17, 2017.
For more information, visit the TUSC website at: http://www.towson.edu/about/administration/tusc/committees/awards.html or contact the Towson University’s Board of Regents Staff Awards Committee at Staffaward@towson.edu.
Nominations only require:

- The official cover sheet provided.
- Your nomination letter, position description, and one letter of recommendation.
- All nominations are to be submitted to your division’s Vice President for review before being sent to the Office of Human Resources. Please submit early to your Vice President.
- Deadline for receipt of the first draft of the nomination packet is Friday, November 17, 2017 by 4:00 p.m.
- Please send packets to the Office of Human Resources - Attention: Jennifer Morrow.

Helpful hints when writing a recommendation letter:

- Include years of employment and title.
- Your working relationship with nominee.
- Daily work responsibilities and how the nominee has made an impact with his/her work.
- The nominee’s work should be beyond the scope of his/her full-time professional responsibilities.
- Briefly narrate an account that exemplifies the nominee’s exceptional work.
- Any type of relevant training or professional development.
- External involvement/volunteer work.

Timeline

**Friday, November 17** - Nominations due (cover sheet, nomination letter, position description, and one letter of recommendation).

**Friday, December 1** - Nominees will receive notification about the status of their packets. This will either be a regret or more information about submitting the full packet and introduction to their mentor.

**Tuesday, December 5** - All mentors will contact the nominee they have been assigned.

**Tuesday, January 16** - Full packet due (cover sheet, nomination letter, position description, three recommendation letters, and supplemental material).

**Friday, January 19** - Notify finalists and share any necessary feedback or corrections that should be made before sending the final submission to CUSS.

**Monday, February 5** - Final packets are due to the Office of Human Resources with all revisions and corrections made to be sent to CUSS.
Board of Regents Staff Awards

A CUSS (Council of University System Staff) initiative, the University System of Maryland Board of Regents’ Staff Awards represents the highest honor bestowed by the Board of Regents for achievements of Exempt and Nonexempt Staff employees from institutions within the University System of Maryland. The awards are presented to individual Staff employees who have demonstrated excellence.

The nominee’s success should be beyond the scope of their full-time professional responsibilities. These awards are based on the quality of the nominee’s work within their institution, community or surrounding environment. The awards are measured by the impact the nominee makes within the five award categories listed below:

1. Exceptional Contribution to the Institution and/or Unit to Which the Person Belongs
2. Outstanding Service to Students in an Academic or Residential Environment
3. Extraordinary Public Service to the University or Greater Community
4. Effectiveness and Efficiency
5. Inclusion, Multiculturalism, and Social Justice

There are two awards given in each of the five (5) categories – one for an Exempt Staff employee and one for a Nonexempt Staff employee. In the Effectiveness and Efficiency category an award can be given to two exempt or two nonexempt staff employees or one exempt and one nonexempt. Each awardee will receive a $2,000.00 stipend and a plaque in recognition of the award being received. It is recommended that your institution publicize the accomplishments of those outstanding individuals granted this honor. Awards will be announced in mid-July 2018 and formally presented to the awardees at the Board of Regents meeting in September.

Award Categories

**Exceptional Contribution to the Institution and/or Unit to Which the Person Belongs:**

- A creative and implemented approach to process improvements
- Original idea that contributed to the success of the unit/institution
- A staff employee who is in a non-leadership position that provided leadership, team building and/or facilitated a team or project that enhanced the organization
- A staff employee in a leadership position that consistently grows their organization by mentoring and growing each of their subordinates

**Outstanding Service to Students in an Academic or Residential Environment:**

- Someone who consistently makes a difference in the lives of students
- Contributed to an innovative, original idea that implemented and transformed an aspect of the “student experience”
Extraordinary Public Service to the University or Greater Community:

- A personal dedication to a project or cause that definitively improved the greater community
- Staff employee of the USM community who throughout his/her career has, in a collaborative and sustained manner, made a difference in the larger community
- The award is based on a sustained record of service over a period of years carried out through the individual’s role(s) in the University rather than as a private citizen

Effectiveness and Efficiency:

- To publicly recognize exemplary ideas that, when implemented, will serve to further the University System of Maryland’s goal to continually increase the effective and efficient use of its resources. One award from the listed categories may be made for an exemplary initiative that has the potential to be implemented system-wide.

Awards shall be bestowed in the following two categories:

- **Academic Transformation**
  - Improved learning and a minimum cost savings of $10,000.00
- **Administrative Transformation**
  - Improved effectiveness and efficiency resulting in a minimum cost savings of $10,000.00

In addition to the existing application procedures, the nominee’s packet needs to include:

1. A brief description of the innovative initiative
2. Potential benefits
3. Magnitude (single/multiple institutions or system-wide)
4. Effectiveness and efficiency to be attained (including estimated cost and/or resource savings)

Award recipients may be invited to address the Board

For further detail on current initiatives, applicants will be advised to review the Effectiveness & Efficiency reports available at: [http://www.usmd.edu/usm/workgroups/EEWorkGroup/eeproject/index](http://www.usmd.edu/usm/workgroups/EEWorkGroup/eeproject/index).

Inclusion, Multiculturalism, and Social Justice:

- This award salutes the outstanding work of a USM staff member in their ability to build, nurture, and advance inclusion, multiculturalism, and social justice practices within their community. Their community may comprise their internal institutional community, their external institutional community or a combination of the two:

**Review criteria includes outcomes, including, but no limited to:**

1. Community engagement in diversity dialogue and education
2. Examination and modification of current practices of one’s department/institution that support inclusion
3. Implementation of initiatives that foster inclusion, multiculturalism, and social justice
Eligibility

- Any employee may nominate another employee with the knowledge and consent of the nominee. Employees may also nominate themselves.
- Nominee must be a staff employee of the University System of Maryland community, including all staff employees in Regular and Contingent II status.
- Nominee must have been employed at their institution for at least five (5) consecutive years.
- CEO’s (Chancellor and Presidents), Officers and Senior Leadership are not eligible.

Nomination Packet

A nomination packet must be generated for each nominee that includes the following documents:

1. **Nomination Cover Sheet** - a nomination cover sheet must be completed and signed. A blank cover sheet is attached and may be copied for each nominee. **Do not change the format of the cover sheet.**

2. **Nomination Letter** – a nomination letter must accompany each nominee packet and must be completed and signed by the nominator. State the category for which the staff employee is being nominated and give testimony of exemplary performance in that category. Please limit to two (2) pages.

3. **Position Description** - position description must include the purpose of the position and specific job duties listed in detail. Please use template included on final page of this packet only (no resumes). The position description must be signed by the employee’s supervisor.

4. **Letters of Recommendation** – include a one (1) page letter of recommendation that discusses what makes this individual exceptional in the category nominated. Recommendations are welcomed from persons external, as well as internal, to the institution and should include information on how to contact the author. **Letters must be in support of the nominee’s activities as they relate to the category for which he/she is being nominated.** Printed emailed letters are acceptable. Please limit to one (1) page.

**If determined to be a TU finalist, you will be asked for:**

5. **Letters of Recommendation** – include two (2) more one page letters of recommendation that discuss what makes this individual exceptional in the category nominated. Recommendations are welcomed from persons external, as well as internal, to the institution and should include information on how to contact the author. **Letters must be in support of the nominee’s activities as they relate to the category for which he/she is being nominated.** Printed emailed letters are acceptable. Please limit to one (1) page.
6. **President Endorsement Letter** – (to be written and submitted by the Office of the President). An endorsement letter from the institutions’ President must accompany each nominee packet. The letter shall state the category for which the staff employee is being nominated and give testimony of exemplary performance in that category. Please limit to two (2) pages.

7. **Supporting Materials** - any additional materials (e.g., articles, awards, recognitions) that the nominee may feel reflects accomplishments that are **relevant to the award category**. Material should be current (during past five (5) years) limited to four–five (4-5) pages in length.

**TU finalist submission of packets**

Email one electronic (PDF preferred) copy of each nomination packet by **February 5, 2018** to Jennifer Morrow (jgmorrow@towson.edu) in the Office of Human Resources. Please mark the subject line as "BOR Award Nomination". Please limit the nomination packet to the requested relevant materials. More is not necessarily better.

The final packet should be organized and sent in the order listed:

1. Nomination Cover Sheet
2. Nomination Letter
3. President’s Endorsement Letter (provided by the Office of the President)
4. Position Description
5. Letters of Recommendation
6. Supporting Materials

It is not the intention of the Board of Regents University System of Maryland Staff Awards Committee to require excessive documentation. However, nominations must contain sufficient material to acquaint the Awards Committee with the nature and quality of the individual's achievements.

**Selection Process**

The Council of University System Staff will review nomination packets and submit recommendation for awards to the Board of Regents. Winners will be announced in early summer with a formal presentation of the award to the recipients by the Board of Regents in early Fall 2018.

**Questions**

If you have questions concerning the Board of Regents Staff Awards, please contact the representative from your home institution or you may direct questions to: Deniz Erman, Chair of the CUSS BOR Staff Awards & Recognition Committee at CUSSBOR@usmd.edu.
UNIVERSITY SYSTEM OF MARYLAND  
BOARD OF REGENTS STAFF AWARD  

NOMINATION COVER SHEET

Name of Nominee: _________________________________

Years Employed at Institution: _______________ Years Employed in Position: _______________

Institution: __________________ Department or Unit: _________________________________

Address: __________________________________________________________________________

Position Title: ______________________________ Exempt __________ Nonexempt __________

E-Mail Address: ______________________________ Work Phone: ___________________

Please check the category for which the employee is being nominated:

_______ Exceptional contribution to the institution and/or unit to which the person belongs
_______ Outstanding service to students in an academic or residential environment
_______ Extraordinary public service to the university or to the greater community
_______ Effectiveness and Efficiency
_______ Inclusion, Multiculturalism, and Social Justice

Please check and attach each of the following, in the order given:

_______ Nomination cover sheet
_______ Nomination letter
_______ President’s endorsement letter
_______ Position description to include purpose and specific job duties (use enclosed template
only, no resumes)
_______ Recommendation letters (3) one page letters (emails are acceptable)
_______ Supporting material, 3-5 pages

One Electronic submission (PDF file) is required. Send via to CUSSBOR@usmd.edu

____________________________________________
Nominator’s Name (please print) Department

_____________________________________
Nominator’s E-Mail Phone Number (work)

Nominator’s Signature: _________________________________
UNIVERSITY SYSTEM OF MARYLAND
BOARD OF REGENTS STAFF AWARD

POSITION DESCRIPTION

Please provide all requested information, including your specific job duties and responsibilities. You may use an additional sheet if necessary. (No resumes please)

______________________________________________
Name (please print)                       Supervisor’s Name (please print)

JOB DUTIES AND RESPONSIBILITIES:

I certify that the above job duties are performed by the applicant:

______________________________________________
(Supervisor’s Signature)